

Virtual Meeting Etiquette

Diary

Check your diary to ensure that the diary invite is there and is compatible to the equipment you will be using for the meeting. Please check this a couple of hours before the meeting in case you need the diary invite forwarding the another e-mail address, as support staff may not be available or pick up your request to do this immediately before the start of a meeting.

Joining the meeting

Don't be late. Just like normal meetings, it can be really distracting when people join in after it has started. Please join the meeting 5 – 10 minutes before the official start time of the meeting to ensure that your connection is working. Ensure your camera is correctly positioned and your microphone is working.

Lighting

Adjust the lighting to ensure that your **face is well lit and not in shadow.**

Hint- if your back is to a window then pull the blind or curtains and rely on the room lighting

Camera framing

Point your camera so your eyes are 2/3 up the screen and your face is visible and face the light. **Do not sit with your back to a bright light or window.**



Ensure your equipment works correctly

Check it out before the meeting, Click on your profile image on the top right, and select **Settings, Devices, Make a Test Call**, and you can test the audio and video. Ensure that your devices are fully charged, or you are positioned close to a power supply.

Base for meeting

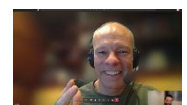
If you are planning on dialling into the meeting with a colleague in the same room, please ensure that you use **your own separate devices**. You should not share the same laptop, passing this across the table with your colleague during the meeting. Please ensure that there is sufficient distance between you to avoid any audible feedback and noting the point below regarding social distancing requirements.

Social Distancing

If more than one individual is using and/or sharing a device or are gathered in one space to connect to a meeting event, please **maintain compliance with social distancing requirements** at all times. If you are unable to maintain compliance please source an alternative location to base yourself for the meeting.

Check your surroundings

Be aware of what is in view. Check if your device supports the use of 'blur my background' in Microsoft Teams to help minimize distractions and protect privacy. **To do this Select Background Effects, just to the right of the microphone tab.**



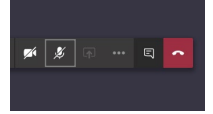


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WALES

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Cwm Taf Morgannwg
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Pause for others to speak

It can be hard to find space to speak in a meeting, Make sure there's time and opportunity for all voices to be heard. **Mute your microphone when not speaking, use the 'Chat' or 'Raise Your Hand' function if using Microsoft Teams.**



Be respectful

Look into the camera. Turning on your video can show that you are paying attention and allow you to focus on the person or people on your call.

Be presentable, wear work-appropriate clothing

While it might be tempting to work in casual attire when working from home, consider wearing something that would be appropriate if the meeting were face-to-face, rather than virtual. Please do not eat during the meeting, and stay seated and present throughout unless the Chair calls a formal break. If you do have to go 'off screen', please turn your camera off and ensure your microphone is muted.

Pay attention

Limit multitasking. Stop checking emails or working on other documents as it can appear as if you are not interested or participating.

Confidentiality

Be aware that you may be sharing confidential information in the meeting, so make the meeting participants **aware of anyone who is or may be observing the meeting** (out of shot of the camera).

Protect

If you are sharing your screen while presenting to the other members, make sure that **only intended content is seen**. Close unnecessary tabs from your browser window and other apps you've been working on. This way the focus is on you and your presentation, not on anything that will distract from your message.

Monitor meeting chat

People may not feel comfortable breaking into the conversation or may be having technical difficulties. For example, **check the Teams meeting chat often** for comments.

Body Language

Please be mindful of your body language during the meeting, i.e., be mindful of the message your expression might be sending as this could be misinterpreted.